

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, MAY 20, 2024
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: Dave Jordan, Maureen O'Malley, Alfred Bendell, Daniel Myers

Staff in Attendance: Susan Pettyjohn, Diana Onativia, Amanda Keefer, Lisa Bryan

Guest in Attendance: Tony Metz

- I. **Call Meeting to Order** – Dave Jordan
- II. **Public Comment** – None
- III. **Review and Approval of 4-15-24 Minutes**–Motion to approve minutes first by O'Malley, second by Bendell. Motion carried unanimously.
- IV. **Review and Approval of 5-6-24 Minutes**–Motion to approve minutes first by Bendell, second by O'Malley. Motion carried unanimously
- V. **Bills and Communication**
 1. Resolution 2024-13 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by O'Malley, second by Bendell. Motion carried unanimously.
 2. Resolution 2024-14 Authorizing Approval of Section 8 Management Assessment Program
 - SEMAP is due annually to HUD to show standards/procedures for Section 8. We expect to score 100%.
 - Motion to approve Section 8 Management Assessment Program first by Bendell, second by O'Malley. Motion carried unanimously.
 3. Fiscal Reports
 - REAC Financial Assessment Subsystem submission was completed on May 14.
 - COCC Financials –4/30/24 Reviewed. COCC had an investment loss of \$64,000 in April. We ended the fiscal year with a substantial net gain of \$264,000.
 - Section 8 Financials – 3/31/24 and 4/30/24 Reviewed. Administrative net income for the fiscal year was \$82,000. This is \$40,000 above budget due to salaries and benefits being below budget by \$36,000. Administrative income for April is \$1,000 which is \$3,000 less than budgeted. The difference is due to administrative fee income and fraud recovery below budget and advertising above budget. For calendar year to date, Section 8 HCV leasing is 98.6% and Mainstream leasing is 79.8%. A group briefing was held to increase percentages. Staff issued 38 HCV vouchers and 13 Mainstream vouchers.
 - Public Housing Financials – not available due to fiscal year end.
 - Capital Fund Program Report – 4/30/24 Reviewed. We met our obligation deadline for the CF22 grant. CF expenditure for April was an administrative fee of \$8,000. We plan to fully obligate CF20 with a portion of the HVAC contract. The balance of the HVAC contract is assigned to CF22 along with a portion of the gas meter contract to meet our 90% obligation requirement. The remaining balance of the gas meter contract was added to CF23.
 - Occupancy Report – 4/30/24 Reviewed. In April, public housing vacancies were reduced from 6 units to 3 units and offline units remained the same at 3 units.
- VI. **Executive Director Report**
 - Contractors are to begin demolition on Thursday for the playground project.
 - Myers requested additional funding from UGI for the meter project. They are regulated by utility commission and cannot go over 40% funding.
 - Myers and Robert Barrick requested lists from Property Managers and Mechanic 1's to identify new CF projects.

- May of Caring was held last Wednesday in Chambersburg and last Thursday in Waynesboro.
- We expect to make changes to the new Admin Plan and ACOP. We can have standards of participation, including the equivalent of one month's rent as a security deposit.
- Myers recently met with the Executive Director at Hagerstown Housing Authority.
- Staff started harassment/bullying training today.
- The ambulance fee was paid to the Borough. HUD's legal team and our attorney are reviewing the agreement.
- One employee applied for the open Section 8 resident coordinator position.
- Verkada is supplying two trial security cameras for us to test: one in Waynesboro and one in Chambersburg. We applied for a security grant and purchase of cameras is contingent on receiving grant.
- Myers is in discussions with Tuscarora Managed Care Alliance to lease MCMO building to them.
- First Start Partnership's contract for use of community center ends on 6/1/24. We need to implement a new contract before the end date.

VII. Unfinished Business – None

VIII. Executive Session – Board Member, Personnel, Legal

- Motion to move to Executive Session first by O'Malley, second by Bendell. Motion carried unanimously.

IX. Return to Public Session

- Motion to return to Public Session first by Bendell, second by O'Malley. Motion carried unanimously.
- Motion to approve new board member recommendation first by O'Malley, second by Bendell. Motion carried unanimously.

X. Adjournment – Motion to adjourn first by O'Malley, second by Jordan. Motion carried unanimously.

Next Regular Monthly Meeting: Monday, June 17, 2024 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Dave Jordan
Vice President